



CITY OF ATLANTA

Job Announcement

LEGAL SECRETARY

STARTING SALARY: \$27,291

Salary Grade: 10

Applications Accepted From: April 11, 2005 - April 22, 2005

Minimum Job Requirements

Persons applying must have a high diploma or GED and one year of secretarial experience in a law office; and type 50 wpm. Candidate must possess excellent verbal and written communication skills, have a high level of professionalism; must be detail oriented, reliable and exhibit a high level of confidentiality and integrity. Must be proficient in Microsoft Word and Outlook. Must have some knowledge of online legal research. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job:

This employee provides secretarial support to two or three attorneys in the Law Department. Duties include, but are not limited to; assists in the preparation of legal documents including letters, memoranda, briefs, opinions, agreements, contracts, pleadings, suits, subpoenas, ordinances, petitions, pleas, motions, and other legal documents; maintain files; makes appointments, and routes calls.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application."

POSITIONS IN THE POLICE DEPARTMENT REQUIRE THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT INCLUDES, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, CREDIT CHECK, POLYGRAPH, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING, EXPERIENCE AND TYPING PERFORMANCE TEST